



## GOVERNOR'S COORDINATING OFFICES

Community Initiatives • Service & Volunteerism • Performance Improvement  
Crime Prevention, Youth, & Victim Services • Small, Minority, & Women Business Affairs  
Banneker-Douglass Museum • Volunteer Maryland • Deaf & Hard of Hearing

### **FY 2021 Child Sex Trafficking Screening and Services Act Regional Navigator Program Grant (RNPG-VOCA) Notice of Funding Availability (NOFA)**

**Online Submission Deadline: August 20, 2020 by 3 PM**

Funded by:

**Department of Justice, Office of Justice Programs,  
Office for Victims of Crime (CDFA# 16.575)**

Governor's Office of Crime Prevention, Youth, and Victims Services  
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Crownsville, Maryland 21032-2022  
(410) 697-9338  
[www.goccp.maryland.gov](http://www.goccp.maryland.gov)

Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor  
V. Glenn Fueston, Jr., Executive Director

#### **ELIGIBILITY**

The primary purpose of this NOFA is requiring victim service agencies, law enforcement, and local Departments of Social Services, who have reason to believe a certain child is a victim of sex trafficking, to notify a Regional Navigator in their jurisdiction to obtain needed services for the child. RNPG-VOCA funding is available to child advocacy centers, sexual assault crisis programs, or a qualified community-based victim service provider to develop a Regional Navigator program.

#### **IMPORTANT LINKS**

[Application Instructions:](http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf)  
<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>

[Grants Management System \(GMS\):](http://goccp.maryland.gov/grants/)  
<http://goccp.maryland.gov/grants/>

***GMS submission is required. Hard copy applications are not accepted.***

## Purpose

Thank you for applying for the **Child Sex Trafficking Screening and Services Act Regional Navigator Program Grant (RNPG-VOCA)** from the **Governor's (Office) of Crime Prevention, Youth and Victim Services ("Office")**. The primary purpose of this NOFA is for continuation and expansion programs in up to 12 jurisdictions requiring victim service agencies, law enforcement, and local Departments of Social Services, who have reason to believe a certain child is a victim of sex trafficking, to notify a Regional Navigator in their jurisdiction to obtain needed services for the child. The RNPG-VOCA was developed after Governor Hogan signed into law the [Child Sex Trafficking Screening and Services Act of 2019](#). Before the implementation of a statewide program, the "Office" conducted a pilot program in three pilot jurisdictions to evaluate program development, effectiveness, and ways to improve the program for future funding opportunities.

A grantee must **coordinate and/or provide the following services** for suspected child sex trafficking victims who are age **24 and under**:

- Safety planning
- Emergency response
- Basic living needs, not including housing
- Trauma counseling and mental health services
- Drug and alcohol abuse treatment
- Legal services
- Victim advocacy, and
- Case management.

**Providing services** includes referrals to and ensuring child victims receive the services required under the Child Sex Trafficking Screening and Services Act of 2019.

This supports the "Office" objective of improving victim services for Maryland residents by identifying and establishing resources throughout the state to assist victims in achieving self-sufficiency, improving victim safety, and ensuring victims are aware of their rights and resources.

Priority will be given to requests that support the objectives outlined above, as well as the general goals of the Child Sex Trafficking Screening and Services Act of 2019. In addition to the specific program components required by this funding opportunity, the "Office" advocates the utilization of evidence-based practices and consistent data collection in all of its grant programs.

If you need application assistance, please contact\*:

Angela Cromwell, Program Manager  
[angela.cromwell1@maryland.gov](mailto:angela.cromwell1@maryland.gov)

Justice Schisler, Chief of Programs  
[justice.schisler@maryland.gov](mailto:justice.schisler@maryland.gov)  
443-895-2171

If you need assistance with program criteria or have questions on program design, please contact\*:

Heather Amador, Program and Policy Administrator of Victim Services  
[heather.amador@maryland.gov](mailto:heather.amador@maryland.gov)

\*Please email staff due to the COVID-19 health crisis and remote work schedules.

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. The Hogan-Rutherford administration is committed to providing the best possible customer service to our citizens. To share your ideas on how the "Office" can best serve you and provide support, please email the above program manager to provide your feedback or complete a three question customer experience survey [customer experience survey](#).

**Mission of the Governor's Office of Crime Prevention, Youth and Victim Services:**

To serve as a coordinating office that advises the Governor on criminal justice strategies. The "Office" plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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## I. ELIGIBILITY CRITERIA

### A. General

The following entities in Maryland are eligible to submit no more than (1) application for RNPG-VOCA funding:

- Child advocacy centers;
- Sexual assault crisis programs; or
- A qualified community-based victim services provider.

A qualified community-based victim services provider is defined as a nonprofit organization with demonstrated expertise providing direct services to victims of sex trafficking or sexually exploited youth; the capacity to provide victim-centered, trauma-informed case management for youth victims of sex trafficking; a demonstrated history of working in the community where services will be provided; and the ability to collaborate with other agencies, including law enforcement, sexual assault crisis programs, child advocacy centers, and other direct services providers.

**All application budgets must fall within the range as noted below under “Funding Opportunity Description,” and those that do not are subject to removal from consideration.**

## II. PROGRAM DESCRIPTION

### A. Requiring Agency

Governor's Office of Crime Prevention, Youth, and Victim Services ("Office")

### B. Opportunity Title

Regional Navigator Program Grant (RNPG-VOCA)

### C. Submission Date

Thursday, August 20, 2020 by 3:00 PM

### D. Anticipated Period of Performance

November 1, 2020 to October 31, 2021

### E. Funding Opportunity Description

The RNPG-VOCA was developed after Governor Hogan signed into law the Child Sex Trafficking Screening and Services Act of 2019, [Chapter 559](#) of the 2019 Maryland legislative session. Chapter 559 establishes the Regional Navigator Program. The primary purpose of the Regional Navigators and the RNPG-VOCA is to ensure that emergency and long-term services are available for youth victims of sex trafficking in every jurisdiction in the state by January 1, 2022.

"Office" announces the availability of up to \$1,000,000 in RNPG-VOCA grant funding through a competitive grant process, allocated over the course of one year from the federal Victims of Crime Assistance (VOCA) grant program. "Office" anticipates making up to 12 awards ranging from \$50,000 to \$200,000 each for FY 2021. **Please note that applications that do not meet the minimum range noted above or those that exceed the maximum award allocation noted above are subject to removal from consideration during the initial technical review.**

**All funding is contingent upon the Governor's Office of Crime Prevention, Youth, and Victim Services' receiving the VOCA funds from the Department of Justice, Office for Victims of Crime and based on performance.**

### III. PROGRAM REQUIREMENTS

#### A. Program Strategy

The purpose of this grant funding is to maintain services in the pilot jurisdictions (3) (Cecil, Montgomery, and Washington Counties) and expand programming projects in up to **nine (9) additional jurisdictions:**

- Effectively identify children of trafficking using a comprehensive screening tool;
- Disseminate that screening tool to local law enforcement and local Departments of Social Services;
- Coordinate and/or provide identified or confirmed child sex trafficking victims with services outlined in statute, specifically:
  - Safety planning
  - Emergency response
  - Basic living needs, not including housing
  - Trauma counseling and mental health services
  - Drug and alcohol abuse treatment
  - Legal services
  - Victim advocacy, and
  - Case management.
- Develop and implement a methodology to evaluate and report gaps in services in the Regional Navigator's jurisdiction;
- Evaluate the effectiveness of the program, based on the number of children previously served in that jurisdiction, and the number of children served after the implementation of the pilot project.

Based on the information provided from funded projects, the RNPG-VOCA will expand to the rest of the State of Maryland by January 2022.

The law requires law enforcement agents and local Departments of Social Services who have reason to believe a child is a victim of sex trafficking to notify a Regional Navigator in their jurisdiction or region to obtain needed services for the child as enumerated by [Chapter 559](#). A grantee must **coordinate and/or provide services** for suspected child sex trafficking victims **until the child reaches the age 24**.

In accordance with [Maryland Code, Family Law § 5-706](#), after the child is identified, **within 24 hours** of receiving a report of suspected physical or sexual abuse, the local DSS office or appropriate law enforcement agency shall see the child; attempt to have an on-site interview with the child's caretaker; decide on the safety of the child, wherever the child is, and other children in the household; and decide on the safety of other children in the care and custody of the alleged abuser. An investigation must be conducted jointly by the local DSS office, the appropriate law enforcement agencies, and the local State's Attorney's Office. Appropriate law enforcement agencies may include federal partners, such as the Federal Bureau of Investigation or Homeland Security Investigations. All partnerships in the investigation of the case require written agreements that specify the standard operating procedures for the investigation and prosecution of reported cases of child sex trafficking. Child Advocacy Centers' multidisciplinary teams may also be used as a resource for investigations.

Once the investigation has begun, **it shall be completed within 10 days**, including a determination of whether the child is a victim of sex trafficking. Applicants are encouraged to become familiar with [Chapter 559](#) to review all necessary investigation requirements and provide a logic model. See an example of a logic model below. Additional resources for logic models can be found at [University of Minnesota Center for Children, Youth and Families](#).

Identified Needs and Assets	Results	Indicators	Activities	Resources
	SHORT TERM 1.	SHORT TERM 1.		
	2.	2.		
	3.	3.		
	LONG TERM 1.	LONG TERM 1.		
	2.	2.		
	3.	3.		

## B. Grant Requirements - RNPG-VOCA

VOCA establishes eligibility criteria that must be met by all organizations that receive RNPG-VOCA funds. These funds are to be awarded to sub-recipients only for providing services to victims of crime through their staff. Each sub-recipient organization shall meet the following requirements:

- Public or Non-profit Organization: To be eligible to receive RNPG-VOCA funds, organizations must be operated by public or nonprofit organizations, or a combination of such organizations, and provide services to crime victims.
  - Grantee, if a non-profit entity, agrees to certify its non-profit status. Grantees may certify their non-profit status by submitting a statement to the awarding agency affirmatively asserting that the Grantee is a non-profit organization, and indicating that it has on file, and available upon audit, either – 1) a copy of the Grantee's 501(c)(3) designation letter; 2) a letter from the Grantee's state/territory taxing body or state/territory attorney general stating that the Grantee is a non-profit organization operating within the state/territory; or 3) a copy of the Grantee's state/territory certificate of incorporation that substantiates its non-profit status. Grantees that are local non-profit affiliates of state/territory or national nonprofits should have available proof of (1), (2) or (3), and a statement by the state/territory or national parent organization that the Grantee is a local non-profit affiliate.

- Record of Effective Services: Demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community.
- Volunteers: Sub-recipient organizations must use volunteers unless the state grantee determines there is a compelling reason to waive this requirement. If sub-recipients are not using volunteers, a Volunteer Waiver must be submitted with a detailed explanation for such a request. The VOCA regulations provide that only compelling reasons are sufficient for volunteer waivers. The Volunteer Waiver form and approval process can be found at the end of this NOFA document.
- Promote Community Efforts to Aid Crime Victims: Promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims. Coordination efforts qualify an organization to receive RNPG-VOCA victim assistance funds, but are not activities that can be supported with RNPG-VOCA funds.
- Help Victims Apply for Compensation Benefits: Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking claim status.
- Comply with Federal Rules Regulating Grants: Sub-recipients must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide. The OJP Financial Guide is available online at: [https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf)
- Maintain Civil Rights Information: Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by the state grantee; and permit reasonable access to its books, documents, papers and records to determine whether the sub-recipient is complying with the applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
- Comply with State Criteria: Subrecipients must abide by any additional eligibility or service criteria as established by the state grantee, including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by the grantee.
- Services to Victims of Federal Crimes: Subrecipients must provide services to victims of federal crimes on the same basis as victims of state/local crimes.
- No Charge to Victims for VOCA (Funded Services): Subrecipients must provide services to crime victims, at no charge, through the VOCA-funded project.
- Client Counselor and Research Information Confidentiality: Maintain confidentiality of client-counselor information, as required by state and federal law.
- Confidentiality of Research Information: Except as otherwise provided by federal law, no recipient shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA.

### **C. Grant Requirements**

Grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to "Office" on a quarterly basis. All grantees will be



required to submit a fiscal year-end report that reflects the overall successes that were accomplished through the use of these grant funds. The report must describe in detail a comparison of trends prior to this funding, and after as a result of this funding for specific locations. This fiscal year end report will be due fifteen days after the end of the performance period, and must also be uploaded into the online grants management system.

In addition to the above requirements, grantees will be required to track and measure program outputs and outcomes that directly support the Governor's Office of Crime Prevention, Youth, and Victim Services' objective of improving victim services for Maryland residents by identifying and establishing resources to assist victims in achieving self sufficiency, improving victim safety, and ensuring victims and the community are aware of their rights and resources. Data for this could be collected by the following means:

- Short surveys asking about the victim's experience relating to these measures (Awareness of Services and Resources)
- Number of victims given brochures, program attempts to conduct outreach or prevention services, etc. (Awareness of Services and Resources, Self-Sufficiency)
- Number of sessions conducted with victim/family/other providers or stakeholders i.e. counseling, intake, impromptu, court accompanying etc. (Safety/Self-Sufficiency and Awareness of Services and Resources)

The following is a sample list, and is not all inclusive of all potential outputs and outcomes that may be included in the final awards:

- Number of victims served.
- Number of victims who felt safer as a result of this program.
- Number of victims who felt more self-sufficient as a result of this program.
- Number of victims who felt more informed of the services available as a result of this program.
- Number of victims who felt more informed of their rights as a result of this program.
- Number of new human trafficking victims served.
- Number of human trafficking victims served.

#### **IV. APPLICATION PROCESS**

Applicants are required to apply for grant funding through the "Office" web-based application process, which may be accessed through the web URL [www.goccp.maryland.gov](http://www.goccp.maryland.gov) and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

**In order to use "Office" web-based application you must have a User ID.**

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password:  
<http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is **Friday, August 7, 2020**. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the "Office", **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at

[support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Heather Amador at [heather.amador@maryland.gov](mailto:heather.amador@maryland.gov).

## V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect "Office" established guidelines and procedures, training is provided through training videos posted on the "Office" website.

These may be accessed through the following URL:

<http://goccp.maryland.gov/grants/gmshelp-videos/>.

Please review the training videos prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found at

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.

Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

**New this year, The Governor's Office of Crime Prevention, Youth, and Victim Services will conduct a technical assistance conference call from 10 am - 11 am on Tuesday July 28, 2020.**

You can join the meeting by clicking [Technical Assistance Call](#) or by phone.

**Call in number: 1-505-738-2288**

**PIN: 416 916 064#.**

## VI. IMPORTANT DATES

Application Technical Assistance Call	July 28, 2020
Deadline to Request a User ID	August 7, 2020
Deadline to Submit an Online Application	August 20, 2020
Letters of Intent Emailed/Denial Letters Emailed	September, 2020
Award Documents Emailed	October, 2020
Sub-award Start Date	November 1, 2020
Sub-award End Date	October 31, 2021

## VII. APPLICATION EVALUATION

The Office will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>) and score each application accordingly:

- Problem statement/needs justification-- 15 points total
- Program goals and objectives-- 20 points total
- Program strategy/program logic-- 10 points total
- Performance measurement (outputs, outcomes, and impacts)-- 20 points total

- Timeline-- 5 points total
  - Spending plan and budget (reasonableness, cost effectiveness, detailed justification per line item)-- 20 points total
  - Management capabilities-- 5 points total
  - Sustainability-- 5 points total
- Total of **100 points**

RNPG-VOCA is a competitive application process. "Office" may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, "Office" staff will also review the following for each application:

- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- "Office" audit findings
- Performance history with previous awards with "Office"

## **VIII. FUNDING SPECIFICATIONS**

### **A. Funding Cycle**

Commencement of awards funded under RNPG-VOCA for FY 2019 will begin November 1, 2020 and end on October 31, 2021. Funds are paid on a quarterly reimbursable basis.

### **B. Allowable Costs for Direct Services**

The following is a listing of services, activities, and costs that are eligible for support with RNPG-VOCA funds within a sub-recipient's organization:

- Personnel
- Operating expenses
- Contractual services
- Equipment
- Supplies
- Training
- Other (Items that have a direct correlation to the overall success of a sub-recipient's project objectives and are necessary for the project to reach full implementation will be considered on a case-by-case basis.)

The following is a listing of services, activities, and costs that are eligible for support with RNPG-VOCA grant funds within a sub-recipient's organization:

- Immediate health and safety
- Mental health assistance
- Assistance with participation in criminal justice proceedings
- Legal assistance
- Forensic interviews
- Public awareness
- Costs necessary and essential to providing direct services
- Coordination of activities
- Personnel costs
- Restorative justice

### **Other Allowable Costs and Services**

The services, activities and costs listed below are not generally considered direct crime

victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, "Office" and the sub-recipient must agree that direct services to crime victims cannot be offered without the support for these expenses; that the sub-recipient has no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items:

- Skills training for staff
- Purchasing training materials
- Training related travel
- Equipment and furniture
- Advanced technologies
- Contracts for professional services
- Operating costs
- Supervision of direct service providers

### **C. Unallowable Costs**

The following services, activities, and costs cannot be supported with VOCA funds at the sub-recipient level:

- Lobbying or administrative advocacy
- Housing (Specific to RNPG Only)
- Construction projects
- Prosecution activities - VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. In addition, victim witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
- Research and studies
- Active investigation and prosecution of criminal activities
- Fundraising
- Capital expenses
- Compensation for victims of crime
- Medical care
- Salaries and expenses of management - executive directors, board members, and other administrators (with exceptions)
- Perpetrator Rehabilitation and Counseling
- Property Insurance
- Food/Beverage - Grant funds cannot be used to purchase food and/or beverages for any meeting, conference, training or other event. Allowable food expenses include per diem for travel only and direct food for victims (i.e., food for shelters).
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, gift bags, etc., regardless of whether they include the conference name or OJP/DOJ logo) must not be purchased with DOJ funds as giveaways for conferences. Basic supplies that are necessary for use during the conference (e.g., folders, name tags) are allowable.

Please refer to the VOCA Final Rule located at:

<https://www.govinfo.gov/content/pkg/FR-2016-07-08/pdf/2016-16085.pdf>, for a complete listing of federal allowable and unallowable costs.

**The list above is not exhaustive. "Office" reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.**

## **IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS**

The Office will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

### **A. Electronic Funds Transfer (EFT)**

"Office" encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

[http://comptroller.marylandtaxes.gov/Vendor\\_Services/Accounting\\_Information/Static\\_Files/GADX10Form20150615.pdf](http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf).

### **B. Match**

There is a 20% non-federal cash or in kind match required under this application for RNPG-VOCA funding. Cash or in-kind resources used as a match must be directly related to the project goals and objectives, documented, and clearly show the source, amount, and timing of all match contributions. Additionally, sources of match are restricted to the same uses allowed under the RNPG-VOCA program and must be documented in the same manner as RNPG-VOCA program funds (including financial and programmatic reports).

For guidance on calculating match, please refer to the match calculator located at [http://\"Office\".maryland.gov/grants/tips-and-guidance/grant-match/](http://\).

### **C. Supplanting, Transparency, and Accountability**

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the "Office" of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

## X. APPLICATION CHECKLIST

### What an Application Should Include:

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
  - ☐ Problem Statement/Needs Justification
  - ☐ Program Goals
  - ☐ Program Strategy
  - ☐ Program Measurement
  - ☐ Timeline
  - ☐ Spending Plan
  - ☐ Management Capabilities
  - ☐ Sustainability
- ☐ Unique Entity Identifier (UEI, Currently DUNS number) and SAM Registration
- ☐ Budget and Budget Justification
  - ☐ Personnel
  - ☐ Operating Expenses
  - ☐ Travel
  - ☐ Contractual Services
  - ☐ Equipment
  - ☐ Other
- ☐ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- ☐ Budget Prioritization
- ☐ Certified Assurances
- ☐ Certification Regarding Lobbying
- ☐ Audit Findings/Corrective Action Plan (if applicable)
- ☐ Single Audit Requirements (if applicable)
- ☐ Proof of 501 (c)(3) Status (if applicable)
- ☐ Collaborative Revenue Form
- ☐ Confirmation of the [Equal Employment Opportunity Program Certification \(EEO/Civil Rights\)](#)
- ☐ Non-Profit Reimbursement Request Form (if applicable)
- ☐ Request for Volunteer Waiver (if applicable)
- ☐ **[\\*NEW\\* SUBRECIPIENT ORGANIZATIONAL CAPACITY QUESTIONNAIRE](#)**

More information on each item above can be found in the NOFA Application Instructions found here: <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.

### Additional Applicant Resources:

Code for Federal Regulation Title 2 CFR: [https://ecfr.io/Title-02/cfr200\\_main](https://ecfr.io/Title-02/cfr200_main)

Department of Justice (DOJ) Financial Guide: <https://www.ojp.gov/financialguidedoj/overview>

FBI Crime Data Explorer: <https://crime-data-explorer.fr.cloud.gov/explorer/state/maryland/crime>

## **VOLUNTEER WAIVER APPROVAL PROCEDURE**

The Victims of Crime Act (VOCA) statute requires all eligible victim assistance programs to use volunteers in providing victim assistance services "unless and to the extent the chief executive determines that compelling reasons exist to waive this requirement." [42 U.S.C. 10603 (b) (1) (C)]. The OVC Guidelines define a "compelling reason" as "...a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort."

As a requirement, if an applicant requests a waiver for the use of volunteers in providing victim assistance services, the agency must complete the Volunteer Waiver Request Form, included with the VOCA Notice of Funding Availability (NOFA), and submit with the application by uploading the form in the documents section in "Office" Grants Management System. On the form, applicants should provide a detailed explanation for such request to include the following details:

1. In the case of statutory or contractual provisions that prohibits the use of volunteers, attach a copy of the applicable statute or contract.
2. In the case of a lack of volunteers, if you list this as a reason for the waiver request, you must document the efforts made to recruit volunteers.

"Office" staff will conduct an internal review of the form. If "Office" determines that an applicant has a compelling reason which bars using volunteers or the inability to recruit and maintain volunteers after a sustained and aggressive effort, "Office" will notify the applicant via email to advise that the volunteer waiver is approved.

If "Office" determines that an applicant does not have a compelling reason which bars using volunteers or does not demonstrate the inability to recruit and maintain volunteers after a sustained and aggressive effort, "Office" will notify the applicant via email to advise that the volunteer waiver is denied.

Volunteer Waiver Request Forms will be uploaded in the documents section in the Grants Management System and a hard copy will remain with the application in the grant file.

GOVERNOR'S OFFICE OF CRIME PREVENTION, YOUTH and VICTIM SERVICES

POLICY: Victims of Crime Act – Victim Assistance Grant Program

**REQUEST FOR VOLUNTEER WAIVER**

The Victims of Crime Act (VOCA) statute requires all eligible victim assistance programs to use volunteers in providing victim assistance services "unless and to the extent the chief executive determines that compelling reasons exist to waive this requirement." [42 U.S.C. 10603 (b) (1) (C)]. The OVC Guidelines define a "compelling reason" as "...a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort."

If you are requesting a waiver for the use of volunteers, complete and upload this form in the documents section in the Grants Management System.

Provide a detailed explanation for such a request.

3. In the case of statutory or contractual provisions that prohibits the use of volunteers, attach a copy of the applicable statute or contract.

4. In the case of a lack of volunteers, if you list this as a reason for the waiver request, you must document the efforts made to recruit volunteers.

Signed,

\_\_\_\_\_  
Authorized Official

\_\_\_\_\_  
Date

This signed document, along with a detailed explanation, confirms this agency's request to waive the use of volunteers for its VOCA Project/Program.

AGENCY NAME: \_\_\_\_\_